



## Udny Community Trust Company Limited

Minutes of Board Meeting

Wednesday 28<sup>th</sup> June 2023, 7.30pm,  
Quarry Room, The Medan Centre

### Attendees

Brian McDougall, Julian Slater, Lynne Cartledge, Marion Jamieson, Matt Kaye, David Murray

Vikki Jannetta, UCTC Community Engagement Officer  
Tracy Gibb, UCTC Facilities Officer, Cafe48 Manager  
Jill Watt, UCTC Project Administrator

### Apologies in advance

Garth Entwistle

	Heading	Details	Action
		BM welcomed everyone to the June Board Meeting.	
		It was noted that MJ had another meeting but had stated she hoped to join this meeting later.	
1	<b>Previous Minutes</b>	There were no comments on the minutes from the 31 <sup>st</sup> of May Board Meeting and these were <b>agreed</b> .	
2	<b>Governance</b>	<b>a. Declaration of any Conflicts of Interests</b>	
		BM asked if any Director had any conflicts of interests.	
		It was noted that there were no conflicts of interest.	
3	<b>Finance</b>	<b>a. Operational Finance</b>	
		JS ran through the May bank statement highlighting any large payments over £500 and gave an update on the investments.	
		JS highlighted a large payment that had been received from the Turbine Company.	
		JS reminded the Board that he had now been successful in setting up a savings account with a 3.5% interest rate.	
		MK stated that he required to make a start to the current financial year's finance spreadsheet and would work alongside JW to do this.	<b>MK / JW</b>

BM asked MK if he had anything further to add.

MK explained that the Turbine Company had been advised by its Accountant to hold-off transferring any further large payments to the Trust Company in the meantime while plans were put in place to take into consideration a large tax bill that they may have to pay next year.

MK explained that the wind speed had been down in December and February but the current higher prices that is being received for the sale of electricity should make up for the shortfall.

#### **b. End of Year Accounts**

As previously noted, Bain Henry Reid were now preparing the end of year accounts.

JW updated that she had received some small queries from them which she had promptly replied to and would continue to do so.

JS asked JW to email and ask for an update on how they were progressing with this.

**JW**

#### **4 Small Grant Applications up to £1,000**

##### **a. G23-24-003 Pitmedden and Udny Panto**

BM asked the Board if they had any comments to make on this grant application and a small discussion was held.

An evaluation was carried out. It was **agreed** to approve a grant of £1,000.

##### **b. G23-24-004 Udny Climate Action**

BM asked the Board if they had any comments to make on this grant application and a small discussion was held.

An evaluation was carried out. It was **agreed** to approve a grant of £100.

##### **c. G23-24-005 Udny Station Pre-school and Playgroup**

BM asked the Board if they had any comments to make on this grant application and a small discussion was held.

**5 Large Grant Applications over £1,000**

An evaluation was carried out. It was **agreed** to approve a grant of £1,000.

MJ joined the meeting at this point.

**a. G23-24-001 Udny Green School**

A detailed and lengthy discussion was held which included the PEG evaluation being taken into consideration.

The Board felt that although this was a good way of getting P7 pupils to integrate into their first year at Meldrum Academy, the grant application did not meet the required criteria for various reasons. The Board therefore **agreed** that the grant request should be declined, and feedback would be given to the grant applicant to improve future applications.

**b. G23-24-002 Scottish Saltires MPC**

A detailed and lengthy discussion was held which included the PEG evaluation being taken into consideration.

The Board **agreed** to decline this grant application because they felt that it would only benefit a very small section of the community of Udny. In addition, the Board felt that the funding plan supplied did not appear to be achievable.

At this point, BM explained that an email had been received from Udny Community Council, UCC, explaining that new defib pads were required to be purchased but they did not have sufficient funds to do so. It was noted that a large grant application had been submitted previously for these.

A small discussion was held, and it was **agreed** that a large grant application would not require to be submitted and that the Trust would fund these essential potential life-saving pieces of equipment going forward and support UCC.

At this point, BM updated the Board with regards to the Udny Community Council, Udny Resilience Group, URG, large grant application G22-23-006.

BM explained to the Board that UCC had suspended the work of URG for the time being until it was up to speed with its progress. BM further explained that UCC had an outstanding supplier invoice with regards to work that had

been included in the approved grant application requiring to be paid.

BM asked the Board if they were happy for this outstanding invoice to be paid. All **agreed** with this.

**6 Other  
Operational  
Business**

**a. Health & Safety**

JW explained that she would send MK the Community Summer Fayre Risk Assessment document for his perusal and comment. **JW**

VJ explained that she had created a risk assessment for litter picking.

TG updated that signage had been erected on the wall beside the Quarry Room to discourage children from climbing on them.

**b. DSE Upgrades**

It was noted that TG's monitor still required to be set-up. **BM**

**c. Website Training**

As previously noted, the Staff Team would make a list of what they would like training on. It was noted that this is ongoing.

It was noted that the Community Calendar could be progressed. VJ explained that she had received some instruction on this but did not quite understand the instructions given.

LC asked VJ to provide her with the Facebook login details so that the Website Designer can fix the Facebook to website feed. **VJ**

**d. Community Council Interaction**

It was noted that this had been discussed previously.

**7 Membership  
and Capacity  
Building**

There was 1 new membership application. JW read out the name and address and the application was approved.

There were no new capacity building items to discuss.

**8 The Medan  
Centre  
Projects**

**a. Café Extended Opening Trial**

TG updated that the six-week trial had now taken place with it being very successful. TG explained that it was busiest just after school with ice-cream and milkshakes being very popular especially when the weather was hot and sunny.

TG added that after this time it was not busy with children / teenagers, it was more adults ordering meals.

A long and lengthy discussion was held which involved discussing the pros and cons of providing evening meals with TG stating that this is not an avenue that she really wishes to go down. TG did however state that she would like to do an afternoon tea in September.

DM suggested pop-up evenings, maybe to some kind of theme, and TG stated that she liked the sound of this idea and would think about this as a possibility.

**TG**

It was **agreed** that the Café would remain open until 4.30pm on a Wednesday during term time only and that this was a good compromise and result from the trial.

**b. Disabled Ramp at Front Door**

It was noted that this is still currently working its way through the system.

A small discussion was held, and it was **agreed** that TG should contact local stonemasons to obtain prices for the facing work.

**TG**

**c. Gilmorton Suite**

BM updated MK and LC who were absent from the dedicated meeting which took place in the Quarry Room on Tuesday 6<sup>th</sup> June at 7.30pm with regards to this.

BM updated that a topographic survey would take place the following day.

**d. Toilet Renovation Design**

BM updated that himself, TG and DM had viewed the 4D design of the proposed new ladies and gents toilets and JW shared on screen the plans.

A small discussion was held with the general consensus being that all were happy with them, noting that a few changes here and there could be made with regards to fixtures and fittings.

BM stated that the Café would need to be closed for these works with January being the ideal time and TG **agreed** with this.

DM stated that it was early days with relation to the Gilmorton Suite design and he did not want to be constrained if new toilets are installed. DM also stated that if capacity of the building is increased with the Gilmorton Suite more toilets will be required.

#### **e. Generator Back-up Configuration**

It was noted that TG was now in receipt of a quote for this and an answer to a query that BM had asked.

**TG**

A small discussion was held, and it was **agreed** that this work could go ahead.

#### **f. Replacement Roof**

BM updated that another leak had occurred in the Quarry Room recently and as previously stated this requires to be done sooner rather than later.

A small discussion was held with it being noted that if the roof is replaced the future Gilmorton Suite works will have to be taken into consideration.

**TG /  
DM**

DM asked TG to email him the only roofing quote that had been received so far for his perusal.

At this point. BM gave an update of a meeting which himself and VJ had with another electric vehicle charging company. BM explained the set-up of it which it was noted is very different to the previous ones that have been investigated.

**BM /  
VJ**

A small, detailed discussion was held with the main sticking point being the twenty-year lease that the company was

insisting on being signed. It was **agreed** that the question would be asked if there was any compromise on this.

It was suggested that if the Trust do not take this up then maybe it would be of interest to Pitmedden Amenities Trust to install in their car park beside the School.

**7 Staff Reports a. Café48 Manager**

It was noted that TG had already given a detailed Café update previously.

**b. UCTC Facilities Officer**

It was noted that TG had already given an update previously in relation to signage had been erected on the wall beside the Quarry Room to discourage children from climbing on them.

**c. UCTC Community Engagement Officer**

VJ asked JW to share on screen a presentation that she had created with an update on everything that the Trust Staff Team had been up to within the last month.

BM asked VJ about the Swap Shops and if they were well attended. VJ replied that yes they were and they are very much in people's diaries.

**d. UCTC Project Administrator**

JW explained that VJ had covered everything in her presentation and added that it continued to be very busy behind the scenes with the usual general administration.

**10 AOB** There was no AOB.

**The next Board Meeting will be held in the Quarry Room on Wednesday 26<sup>th</sup> July 2023 at 7.30pm.**